

Augustana College Purchase Card User Manual

Introduction

Purchase Cards are charge cards that are used by employees at the point of purchase. Purchase information is transmitted to the Business Office via modem and the money is withdrawn from our bank account every two weeks. Since spending authorization is programmed into the card, employees do not need to use purchase orders and the Business Office cuts down on the number of purchase orders and checks that need to be processed. The purchase information is directly mapped to the general ledger accounts.

Obtaining a Purchase Card

Cardholders are asked to sign a Purchase Card User Agreement that is approved by the Budget Manager in their department. Cards are issued to employees after they have completed training and signed the user agreement.

The Purchasing Card System Administrators for Augustana College are:

Carol Spillum
Business Office
Augustana College
605-274-4090
carol.spillum@augie.edu

Luanne Wuestewald
Accounts Payable
Augustana College
605-274-4116
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The purpose of having a System Administrator is to answer your questions and assist you with any problems you may encounter as a cardholder. As a cardholder, your feedback to the System Administrator is vital to the success of the program.

Purchases

The Purchase Card may be used to purchase items or services that are for Augustana College. You will be notified of your card limits during your training session. Any changes to your monthly limits can be addressed with the system administrator.

Personal Use

Use of the Purchase Card for personal purchases is strictly prohibited. Any purchases that are inadvertently made for personal use need to be reimbursed by check which should be included with your report. If this is not included, it will be deducted from your pay. Any abuses may result in loss of purchase card privileges.

Sharing Cards

The only person entitled to use a Purchase Card is the person whose name appears on the face of the card and whose signature appears on the back of the card. Do not lend the Purchase Card to another person for use. Card transactions can only be signed for by the cardholder.

Departmental Cards

Departmental cards are meant to be shared among the members of the department who have purchasing authority or permission to use the card. It is the department's responsibility to keep this card secure. The department will be liable for all purchases charged to the card.

Please note: A vendor is not required to accept a card that does not have a personal name on it. If a vendor refuses a

Departmental card, please use another payment method. We have not had any problems with this during the time we

have been using purchase cards.

Suppliers/Vendors

The Purchase Card is a MasterCard product. Any supplier or merchant who accepts MasterCard can accept the Purchase Card.

If a supplier does not accept MasterCard, use another method of procurement such as a purchase order. If this supplier is a major supplier to your department, please notify the System Administrator. Wells Fargo will assist us in contacting the supplier to see if they would be willing to become a MasterCard vendor.

Please note that the Augustana College Bookstore is a MasterCard vendor and welcomes use of the card. Your discount and tax exemption may still be used. Please remember to ask for them. There are other vendors in Sioux Falls that offer a discount to Augustana. Please continue to ask for any discounts that you have received in the past.

Tax Exemption

The number on the bottom line of your card is the Augustana College South Dakota Sales Tax Exemption Number. This number will assist you in asking for your tax exemption when you are purchasing. Please remember that a vendor need not accept your card as the only proof of this exemption. They still need to have an exemption certificate on file. Let Kristi know of any vendor that requests an exemption certificate, and she will mail/fax them one. However, if they know they already have a certificate on file, this card should help identify you as someone who should receive the exemption. The tax exemption will not happen by a swipe of the card. You must verbally ask for your tax exemption.

Receipts

It is extremely important that you retain itemized receipts for any purchase made on the Purchase Card. Your purchase card transactions are now accessible on the Wells Fargo website. You will be able to view your current and past transactions on the Commercial Card Expense Reporting (CCER) section of the Wells Fargo website. You will be given a user ID, and training for the use of the website. You must match the transactions to the receipts, document your business purpose, clip the receipts to the report, and return them to the Business Office. (There is a box on the front counter in our office for hand delivered card reports.)

Please remember that you must document your business purpose and whom you entertained, on the receipt. Or, if the receipt does not clearly state what you bought and why, please write these items on the receipt. If these items are not included, your paperwork will be returned. **If the required information is not obtained, the purchase will be assumed to be personal and will need to be reimbursed by check or through a payroll withdrawal.**

For purchases in which a receipt is not normally given, use a copy of the completed application or order form as a receipt. It should clearly indicate payment was made using the Purchase Card. If your order is over the phone, please use the packing slip or other paperwork when the item arrives. If your order is on the internet, please print a copy of the screen before submitting the order, as this may be the only invoice/receipt you receive.

Payment

Cardholders are to review the website report for accuracy, including transactions, amounts, and default accounting codes. If any account numbers need to be changed, the employee should correct them before returning the report to Accounts Payable. If the report is reviewed online past the grace period, please print out the report and make changes directly on the report.

Once all information is collected, the Business Office will map the information to the general ledger. Once in the general ledger, the current system of using transfer forms can be used to reclassify transactions between accounts, if necessary.

Incorrect Charges

Do not remove or correct an item on the activity report or delay processing payment because of credits or disputes. If you have a problem with a billing, try to reach a resolution with the merchant that provided the item. Your receipt will be the key document. The merchant should issue a credit for a billing correction. This credit may appear on the next statement.

If an agreement cannot be reached with the merchant, the next step is to contact the System Administrator. The System Administrator will handle the dispute with Wells Fargo.

Lost Receipts

If a receipt is lost, contact the vendor for a duplicate. If the vendor is unable to supply a duplicate, the cardholder is to attach a written statement, describing the transaction in detail and submit it with the other receipts.

Lost or Stolen Cards

Keep the Purchase Card in a secure location. It needs to be accessible only to the cardholder. If the card is lost or stolen, notify Wells Fargo immediately at the 24-hour telephone number (1-800-932-0036), and call the System Administrator. The System Administrator will follow with written notice to Wells Fargo of the lost or stolen card. Only through both the verbal and written notice is the liability for unauthorized purchases reduced for Augustana College.